




INDIANA
WORKFORCE
DEVELOPMENT

TO: All Office Managers and Supervisors

FROM: Ronald L. Stiver, 
Commissioner

DATE: January 20, 2006

SUBJ: DWD Policy: 2005-11
Weapons Policy

Purpose: Continuing concern for the safety of our employees and customers has prompted the Department of Workforce Development to reiterate its position on the presence of weapons in its facilities.

Rescission: DWD Policy 2002-51,
Issued May 5, 2003

Content: Every employee of the Department of Workforce Development has the right to work in a safe and non-threatening environment. In order to diminish the possibility of workplace violence, the Department reiterates the prohibition against weapons within any of our facilities. The nature of our business makes it imperative that every possible precaution be taken to ensure the safety and welfare of our staff and customers. To assist in effectively communicating the policy, enclosed is an updated poster that to be prominently displayed with other notices and posters in the facility.

Effective Date: Immediately

Review Date: May 5, 2008

Ownership: DWD Investigations and Security

Actions: Managers and Supervisors will provide staff with a copy of this policy.



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NO WEAPONS ALLOWED

To ensure the safety of Staff and Customers, it is the policy of the Department of Workforce Development that no firearms or other weapons are allowed in this facility. Those in possession of illegal weapons are subject to prosecution.